

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Contractor's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of our service agreement for HVAC services, effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our contract.

Please ensure that all services are concluded by the termination date mentioned above. I would appreciate your prompt attention to the final billing and any necessary wrap-up tasks.

I want to take this opportunity to thank you for your services thus far. Should there be a need for HVAC services in the future, I will keep your contact information on file.

Please confirm receipt of this letter and the termination of our agreement.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]